



ANNOUNCEMENT FOR PROMOTIONAL TESTING Food & Drug Regional Administrator

Final Filing Date: **8/17/2006**
Bulletin Release Date: 8/4/2006

VW65 -9029 6HA53



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the Department of Health Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Health Services. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/employment/employment_app2.htm. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 552-9212
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1300-1302
P.O. BOX 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **August 17, 2006**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during September, 2006, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: \$5391 - \$6508 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: A Food and Drug Regional Administrator, under administrative direction of the Food Safety Inspection Unit Chief, plans, organizes, and directs the work of staff in an assigned geographic region of the State. Incumbents assign priorities and develop specific work plans for their respective region; select, train, and evaluate personnel; review work progress and workload requirements; assist in the development and implementation of administrative policies and procedures; and evaluate program changes and accomplishments. Incumbents are expected to qualify in the use of a firearm, and maintain qualifications quarterly, as they may be required to carry a firearm while on duty.

Positions exist with the Department of Health Services in Sacramento and Los Angeles.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by August 17, 2006, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

Two years of experience performing the duties of a Supervising Food and Drug Investigator in the California state service.

Or II

Four years of experience performing the duties of a Senior Food and Drug Investigator or Food Technology Specialist in the California state service.

Or III

Experience: Eight years of professional food and drug experience including at least five years of administrative or supervisory experience performing the duties of a registered sanitarian, food and drug inspector, or food or drug technologist, in public agencies or private industry responsible for the application of Good Manufacturing Practice regulations. and

Education: Equivalent to graduation from college with at least 30 semester hours of college courses in one or a combination of bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science. (Up to 15 semester hours in criminal justice may be credited toward 15 of the 30 total required above.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: Emphasis in evaluating depth and breadth of experience and relative abilities will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. General trends in current public health and safety problems related to the food safety field.
2. State and Federal laws and regulations pertaining to the canning of foods, health fraud, product safety, and the manufacture, distribution and sale of food products.
3. Methods commonly used in manufacturing, preparation, testing, compounding, packaging and selling of food products subject to State and Federal laws and regulations.
4. Administrative policies and procedures.
5. Standards established for food and related products.
6. Engineering principles, investigative and enforcement procedures and techniques.
7. Adulterants used in the food field.
8. Sanitation of foods and related manufacturing plants.
9. Rules of Evidence.
10. Basic scientific principles and methods.
11. The Department's Equal Employment Opportunity (EEO) objectives.
12. A supervisor's role in EEO and the processes available to meet EEO objectives.

Ability to:

1. Draw valid conclusions.
2. Present ideas and information both orally and in writing.
3. Interpret and apply State laws, rules, and regulations.
4. Analyze data and field situations.
5. Make quick and accurate decisions.
6. Develop and maintain effective working relationship with the public and those contacted during the course of business.
7. Plan, organize, direct and coordinate food product safety and food canning inspection and investigation work.
8. Take effective action and prepare clear and comprehensive reports.
9. Work independently.
10. Develop, implement, and evaluate programs.
11. Make the most complex and/or politically sensitive inspections and investigations.
12. Train and evaluate personnel in various phases of inspection and investigation work.
13. Effectively contribute to the Department's EEO objectives.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379